



TEXAS DEPARTMENT OF AGRICULTURE
2013 COUNTY HOG ABATEMENT MATCHING PROGRAM (CHAMP)
REQUEST FOR APPLICATION

TODD STAPLES, COMMISSIONER

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Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Application (RFA) may result in the disqualification of the application.

I. Statement of Purpose

The Texas Department of Agriculture (TDA) is administering the 2013 County Hog Abatement Matching Program (CHAMP). CHAMP is designed to encourage counties across the State of Texas to create partnerships with other counties, local governments, businesses, landowners, and associations to reduce the feral hog population and the damage caused by these animals in Texas.

II. Projected Timeline of Events

Application Availability	May 2013
Application Deadline	July 1, 2013
Award Announcements	August 2013
Start Date of Project	upon fully executed grant agreement
End Date of Project	August 30, 2014

III. Eligibility

To be eligible for an award under the CHAMP, the applicant **must be a Texas county** (County). In addition, the County must partner with at least one other Texas county, and may partner with other local governments, private or non-profit businesses, landowners, ranchers or entities that have an interest in feral hog abatement.

IV. Grantee Responsibilities and Accountability

The grantee has full responsibility for the conduct of the project and for the results achieved. Each grantee shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The grantee will carry out the activities described in the scope of work to achieve project goals, objectives, and desired outcomes.

The grantee will be accountable for all grant funds and must ensure all funds are used solely for authorized purposes. This includes both the TDA awarded funds and the funds used to achieve the required match. Selected projects will receive funding on a cost-reimbursement basis.

The grantee must ensure:

- Funds are used only for activities covered by the approved project.
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes.
- All budget and performance reports are completed in a timely manner.

Each grantee must ensure they have an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are reported and maintained for a minimum of three years after the conclusion of the project.

V. Funding Parameters

Selected applicants (Grantee) will receive project funding on a cost reimbursement basis. Funds will not be advanced to grantees. Grantees must have the financial capability to pay all costs up-front.

Applicants may request up to \$30,000 in funding. This does not include the required Applicant Matching Funds.

Projects are required to meet a minimum match of 1:1, for every dollar requested; the applicant must show at least an equal amount in Applicant Matching Funds. Budgets, including match level, will be reviewed in the competitive evaluation process. Grantees that show a higher match level will be required to meet or exceed the proposed match amount. Failure to meet the match requirements may result in disallowance of costs or termination of the agreement.

VI. Term of Award

Announcement of the grant awards is anticipated to be made by August 2013. All approved projects may begin upon the execution of the grant agreement and must be completed by August 30, 2014.

VII. Application Requirements

To be considered, applications must be complete and include all of the following information. Application and information can be downloaded from the Grants Office section under the “Grants and Services” tab at www.TexasAgriculture.gov.

- A. **Application Form GTBD-102** (not counted in page limit)
- B. **Proposal Narrative**– Each proposal may not exceed six pages (not including supporting documents). Proposals must include the following information:
 - 1. Project Title;
 - 2. Partner Organizations –list names of organizations and partner counties that will be working on the project;
 - 3. Project Summary;
 - 4. Project Description;
 - 5. Location;
 - 6. Anticipated Project Results;
 - 7. Current Program/Activities, if any;
 - 8. Project Enhancement;
 - 9. Proposed Project Oversight;
 - 10. Work Plan; and
 - 11. Budget Narrative.
- C. **Letter of Commitment** – A letter of support and commitment must be submitted from each partner.

VIII. Budget Information

- A. **Payment.** *This grant will be paid on a cost reimbursement basis after proportionate matching funds have been documented.* Matching funds are subject to the same limitations as grant funds. Grantees will be required to submit payment requests quarterly, but no more frequently than monthly in order to show significant financial and programmatic progress. Payment requests must include sufficient detail and supporting documentation. Backup detail may include, but is not limited to, documentation of personnel expenses, or copies of invoices.
- B. **Payment Schedule.** Up to 90% of the total grant award may be reimbursed provided the work for which payment is requested has been completed and proper documentation has been submitted. The remaining 10% will only be disbursed once all reporting requirements have

been met, including, but not limited to, the Final Periodic Report (if applicable) and the Final Performance Report.

- C. Eligible Expenses. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of the project are eligible. Examples of eligible expenditures include:

1. Personnel costs – including salary and benefits;
2. Direct operating expenses;
3. Supplies that cost less than \$5,000, such as office supplies, printing services, and materials needed to accomplish the proposed project;
4. Contracts – agreements made with a third-party to perform a portion of the award; and
5. Capital Expenditures – Equipment that has a useful life of more than one year or a cost of more than \$5,000. **CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE / PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost.**

- D. Ineligible Expenses. Expenses that are prohibited by state or federal law are ineligible.

Examples of these expenditures include, but are not limited to the following:

1. Alcoholic beverages;
2. Entertainment;
3. Contributions, charitable or political;
4. Expenses falling outside of the contract period;
5. Expenses for expenditures not listed in the project budget or an approved amendment;
6. Expenses that are not adequately documented; and
7. Travel.

IX. Evaluation of Proposals

Proposals will be evaluated using the following elements:

1. Feasibility of the objectives;
2. Demonstrated support of partnerships;
3. Anticipated benefits to agriculture and the environment in Texas;
4. Overall value (best use of grant funds); and
5. Proposed budget, including matching funds.

See evaluation sheet available on TDA's [website](#) for specific details. Weighted averages may also be taken in consideration during the evaluation process.

X. Reporting Requirements

Grantees will be required to submit periodic performance reports. Reporting timelines will be provided in the grant agreement. As part of TDA's ongoing monitoring of grant funds, grantees must show both a strong progress of work completed on all projects as well as financial progress. Failure to comply with reporting requirements may result in the withholding of a request for reimbursement and/or termination of the award.

Performance Reports must be in a narrative format, no more than three pages in length, and detail the accomplishments of the project objectives for that period.

The *Final Performance Report* is due thirty days after project completion, or termination of the Grant Agreement, whichever occurs first. This report must be in a narrative format prescribed by TDA.

XI. Submission of Responses

LATE APPLICATIONS WILL NOT BE ACCEPTED. Only materials actually received by TDA by 5:00 pm will be reviewed as part of the proposal. Applicant will not be allowed to supplement the proposal after the application deadline.

One complete application packet, including the proposal narrative and signed application, must be **received by TDA before close of business (5:00 p.m. CST) on Monday, July 1, 2013.** It is the applicant's responsibility to ensure the timely delivery of all required materials.

Proposals may be submitted as follows:

Hard Copy Submissions.

All proposals must be **received** by TDA by the RFA closing date and time, and proposals will be documented with a date/time stamp for receipt documentation purposes.

The Proposal may be sent to TDA at either of the following addresses:

By U.S. Mail:

Mindy Fryer, Grants Specialist
Texas Department of Agriculture
P.O. Box 12847
Austin, TX 78711

By Overnight or Hand Delivery

Mindy Fryer, Grants Specialist
Texas Department of Agriculture
1700 North Congress, 11th Floor
Austin, Texas 78701

Electronic Submissions.

Use the following e-mail address to submit your response electronically:

Grants@TexasAgriculture.gov.

TDA will send a confirmation that the application has been received.

The e-mail subject line must contain the RFA title as indicated above. The respondent is solely responsible for ensuring that their complete electronic bid is sent to, and actually received by, TDA in a timely manner and at the proper destination server.

IMPORTANT NOTE: TDA recommends a limit on the attachments to 10MB each. This may result in sending multiple e-mails for the submission of all documentation contained in a response. All submissions must be sent in Microsoft Word or other Word compatible format or as .PDF files. Unreadable submissions may be deemed unresponsive and will not be reviewed for funding consideration.

TDA takes no responsibility for electronic bids that are captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any TDA anti-virus or other security software.

For questions regarding submission of the proposal and/or TDA requirements, please contact Mindy Fryer, grants specialist, at (512) 463-6908, or by email at Grants@TexasAgriculture.gov.

XII. General Information

- A. Review of Applications. TDA reserves the right to accept or reject any or all proposals submitted. TDA is under no obligation to make an award or execute a grant agreement on the basis of a response submitted to this RFA. TDA is not liable for costs incurred by the Applicant in the development or submission of the application or costs incurred by the Applicant prior to the effective date of grant agreement.
- B. Project Funding.
 - 1. TDA reserves the right to fund projects partially or fully. TDA may negotiate individual elements of any proposal.
 - 2. Where more than one proposal is acceptable for funding, TDA may request cooperation between grantees or revisions/adjustments to a proposal in order to avoid duplication and to realize the maximum benefit to the state.
 - 3. Projects may funded partially or fully. Where more than one proposal is acceptable for funding, TDA may require cooperation between grantees, or project revisions and adjustments to the proposed budget in order to avoid duplication of results and to realize the maximum benefit to the state.
 - 4. All grant awards are subject to the availability of funds appropriated and authorized by the Texas Legislature. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly.
- C. Notice of Award. The announcement of the grant awards will be made in August 2013. Selected applicants will receive a Notice of Grant Award (NGA) letter and an official Grant Agreement from TDA. The NGA is not legally binding until a grant agreement is fully executed.
- D. Right to Amend or Terminate Program. TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and of the State of Texas. During the term of the award, TDA may require amendment of the grant agreement, including the scope of work and budget, if necessary to best facilitate the administration and purpose of this grant and the goals of this department. The decision of TDA will be administratively final in this regard.

E. Public Information.

1. The Applicant is responsible for clearly designating any portion of the application that contains confidential information and must state the reason(s) the information is designated as such. Marking the entire application as confidential is not acceptable and will not be honored. TDA shall determine whether the information in the application marked as confidential is an eligible exception to the Public Information Act, Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other confidential information.
2. All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from the Texas Public Information Act, Chapter 552 of the Government Code.

- F. Conflict of Interest. The Applicant is required to disclose any existing or potential conflicts of interest relative to this grant program. Failure to disclose any such relationship may result in the Applicant's disqualification or termination of agreement.

XIV. General Compliance Information

1. Grantees must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by the Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grantee of its responsibilities to TDA for their performance.
2. Grantees must remain in full compliance with state and federal laws and regulations. Non-compliance with such law may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grantees must keep a separate bookkeeping account with a complete record of all expenditures relating to the project. Records shall be maintained for three (3) years after the completion of the project, or as otherwise agreed upon with TDA. TDA and the Texas State Auditor's Office (SAO) reserve the right to examine all books, documents, records, and accounts relating to the project at any time throughout the duration of the agreement and for three years immediately following completion of the project. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the retention period, then the records must be retained until authorized by TDA. TDA and the SAO shall have access to the physical locations related to project activities.
4. If the Grantee has a financial audit performed during the time the Grantee is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, and any schedules in which the Grantee's funds are included.
5. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, and the Uniform Grant Management Standards (UGMS), 2 CFR 215, 2 CFR 220, 2 CFR 225, and 2 CFR 230 as applicable.